

Contact Person:

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Virginia Bureau of Insurance

Review Requirements Checklist

1300 East Main St  
Richmond, VA 23219

Effective as of: December 1, 2005

LINE OF BUSINESS:

Other Lines of  
Business  
Commercial

Code:

33.0002

LINE(S) OF INSURANCE

CODES

Legal Services Insurance

33.0002

Animal Insurance

33.0002

Animal Mortality

9.0001

Product Recall

33.0002

IF CHECKLIST IS NOT APPLICABLE, PLEASE EXPLAIN:

I

THIS NAIC PRODUCT REVIEW REQUIREMENTS CHECKLIST CONTAINS ADMINISTRATIVE FILING REQUIREMENTS. DETAILED INFORMATION PERTAINING TO LEGAL REQUIREMENTS ARE CONTAINED IN THE NAIC PRODUCT REQUIREMENTS LOCATOR (PRL). SELECT THE PRODUCT NAME NOT LISTED PRL FROM THE LINK BELOW.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
VIRGINIA INSURANCE CODE	<a href="#">Title 38.2 of the Code of Virginia</a>	
NAIC UNIFORM PRODUCT CODING MATRIX	<a href="#">Product Coding Matrix</a>	
NAIC PRODUCT LOCATOR MODULE	<a href="#">Product Requirements Locator Module</a>	The NAIC Product Requirements Locator (PRL) is a searchable database containing detailed descriptions of filing and legal requirements.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
<b>GENERAL REQUIREMENTS FOR ALL FILINGS</b>		
COPIES, RETURN ENVELOPES, ETC	administrative requirement	A complete copy of the filing must be provided for each company for which the filing is submitted. An extra copy of the cover letter must be included for acknowledgement, along with a postage-paid return envelope.
COVER LETTER AND EXPLANATORY MEMORANDUM	<a href="#">Administrative Letter 1983-7</a> administrative requirement	The cover letter must contain the NAIC number and full company name of each company for which the filing is submitted. Companies may use a fully completed and signed NAIC Uniform Transmittal Form in lieu of a cover letter.
FORMS LIST REQUIRED	administrative requirement	An updated list of forms, including titles, form numbers, and edition dates, must be provided with every filing that includes forms. Mandatory forms may be indicated as such by use of an asterisk or other symbol, in lieu of a rule. The cover letter should indicate whether any forms or manual pages are being replaced or withdrawn.
EFFECTIVE DATE WORDING	<a href="#">Administrative Letter 2005-02</a>	The cover letter or NAIC Uniform Transmittal Form must request a specific effective date and method of implementation. The method of implementation selected must be specific and must be applied consistently by each company named in the filing.
FILING SUBMISSION	<a href="#">Virginia Filing Guidelines Handbook</a>	Filings (other than installment payment plans) must be submitted separately by line of insurance and/or by program and must include a complete copy of the filing for each company to which the filing applies. Group filings must be sorted and collated by company. This requirement also applies to correspondence and resubmissions.

THIRD PARTY FILERS - AUTHORITY	<a href="#">Virginia Filing Guidelines Handbook</a>	Third party filers, other than Rate Service Organizations, must include with each submission a completed and signed filing authorization form (see the Virginia Filing Guidelines Handbook for this form) or a signed original letter granting authority and referencing the specific filing to which it is attached.
MANUAL PAGES REQUIRED	administrative requirement	Rates and supplementary rate information must be submitted on 8 1/2 x 11" paper and may not be labeled as an exhibit. The pages should include the company or group name and the program type or name. A rating rule is required for each premium-bearing form.

I hereby certify that I have reviewed the attached filing and determined that it is in compliance with the items listed in the Other Lines of Business - Commercial Review Standards Checklist and the Commercial Product Name Not Listed PRL.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone No: ( ) \_\_\_\_\_ FAX No: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_